

The City of Frederick Parks & Recreation Department  
**PARK FIELDS USAGE - RULES & POLICY**  
**Guidelines for COVID-19 Usage**

**Applications:** Fall 2020 Season (August 1-November 30<sup>th</sup>) applications are available on the Parks and Recreation Department page of the City's website at [www.cityoffrederickmd.gov](http://www.cityoffrederickmd.gov). The application deadline is July 31<sup>st</sup>. The goal is to issue permits and have scheduling complete by August 14, 2020. Please complete the application in its entirety. Your request will be reviewed by Parks and Recreation Department staff. You will be contacted once your request has been approved. Hard copy application packets are available at the Fitness Center Desk, 121 N Bentz Street, Frederick, MD, 21701 on Mondays thru Fridays between the hours of 5:30 am to 2 pm; and 3pm to 8pm. Online registration is preferred and is processed quicker.

**Resuming sporting and other customary operations:**

- Physical Distancing monitors should be appointed to assist with field and sideline spacing.
- Face Coverings should be worn by staff and athletes consistent with Maryland Strong Roadmap to Recovery Guidance.
- Participation should be structured so as to minimize or prevent participant physical interaction.
- Teams should provide hand sanitizing opportunities along with water breaks.
- The ratio of coaches/participants to each field ratio should be kept low enough to ensure proper physical distancing between each participant's practice grid, the coaches, and physical distancing monitors.
- Team huddles and high fives should be suspended until a later phase. Consider using a team cheer that allows for space between players or words of encouragement rather than physical contact.
- Exit and Entry points should be on opposite sides of the field to prevent any accidental crossover between groups.
- The turn over time between practices or games should be lengthened to allow for groups to egress completely before the next scheduled group's arrival.
- Non-participant attendance should be kept minimal (family only) or non-existent. Attendance must be consistent with Maryland Strong Roadmap to Recovery Guidance.
- Those in the at risk categories, including those age 60+, should consider not attending.
- All equipment should be sanitized before next practice.

The City of Frederick Parks and Recreation Department reserves the right to cancel reservations in the event it is determined there is an increase in COVID-19 cases.

**PLEASE NOTE:** Coaches and organizational leaders must ensure that all COVID-19 State, County, and City orders are being followed pertaining to physical distancing minimums, maximum number of people gathered, PPE and cleaning, and face coverings. \*FCPS School fields within Frederick City may require additional paperwork to be submitted.

**FIRST RIGHTS OF USE.** The City of Frederick reserves first rights of use of any park, field and/or facility for its programs, events, classes, etc.

**Timeframe:** Requested use through this specific application shall fall during August 1-November 30, 2020.

**Payments:** Fall Field User Fees will be due at the end of the season, or December 15<sup>th</sup>, whichever comes first. All invoices will be prepared at the NonCity rate unless a roster is submitted with names and street addresses and verified by City staff to have 51% City residents. After verification, new invoices will be issued.

**Insurance:** All established organizations must complete the application and submit a Certificate of Insurance in the amount of one million dollars general liability and two million dollars aggregate. The City of Frederick/101 N Court Street/Frederick/MD/21701 must be named as additionally insured.

**Non-Transferable:** Reservations dates and/or times are non-transferable. Any changes of field requests should be made in writing to [sstamper@cityoffrederick.md.gov](mailto:sstamper@cityoffrederick.md.gov) at least one full business day prior, and must be approved prior to event date.

Giving permission for anyone else to use your reserved field time without prior approval of this Department can result in the cancellation of your current reservation(s), loss of “good standing” status and/or inability to reserve City fields.

**Field Closures:** There will be times during the summer that the City’s Department of Parks & Recreation will close fields due to inclement weather and/or field condition issues. Notifications are posted on the City’s website ([www.cityoffrederick.com](http://www.cityoffrederick.com)) and the Cancellation / Information Phone Line (301-600-6970). Interested parties may also signup for email or text alerts through the ‘Notify Me’ tab on the city website. Each league representative will be responsible for notifying all members of their organization of the closure. Unless otherwise notified, the fields will open the next day. Please be responsible when using wet fields. If fields / courts become unplayable due to weather AFTER the posting of any field closures, league representative must email [sstamper@cityoffrederickmd.gov](mailto:sstamper@cityoffrederickmd.gov) the same day or early the next morning in order for the reservation fee to be removed from your invoice.

**Restrooms:** City restrooms may not be available for use by user groups. Availability by locations will vary. No restrooms are available at school fields. User groups may be responsible for supplying their own port-a pots after obtaining permission from the City regarding placement. Applicants reserving restrooms are responsible to ensure all trash is in trash receptacles, toilets are flushed, sink faucets and lights turned off, and the doors are fully closed and locked.

**General Park Information:**

1. Any individual or organization wishing to reserve a part or portion of a park property owned by The City of Frederick first must apply for and receive a permit from the City for exclusive use. FCPS School fields within Frederick City may require additional paperwork. Permit applications may be obtained from the City Recreation Department. Such permits are required in order to coordinate multiple uses of limited space, to assure preservation of the park facilities, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.
2. All established organizations must complete the application and submit a Certificate of Insurance in the amount of one million dollars general liability, and two million aggregate naming The City of Frederick as additionally insured. Private groups for personal games, family events, etc., are exempt from providing insurance.
3. Staff will be required to monitor any music and/or sound levels to make certain the decibels do not exceed 60 (Sec. 15-21).
4. Park all motor vehicles in designated parking areas ONLY. At no time will vehicles be allowed to park on the grass in any City park. Event coordinators may unload/load vehicles near pavilion/area, but vehicle must be moved immediately – NO EXCEPTIONS. (Sec. 6-10)
5. All trash must be placed in the appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash.
6. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods each night.
7. ***THERE WILL BE NO ALCOHOL IN ANY CITY PARK.*** This is a City Ordinance, with no exceptions, and violators will be prosecuted. (Sec. 6-8)
8. The City cannot provide sports equipment, sound systems, tables, and/or chairs for private rentals in the parks.

The City of Frederick's Department of Parks & Recreation reserves the right to revoke a user's permit and/or refuse rental for any or all the following:

- \* Failure to pay the rental fee when due;
- \* Rental patrons are not conducting an event in an orderly manner;
- \* Damage is done to the area;
- \* Users / Patrons repeatedly do not adhere to users' responsibilities;
- \* Playing on a field when Department has closed due to inclement weather conditions is a violation.
- \* Failure to adhere to all City, County, State Covid-19 regulations.

FOR ASSISTANCE DURING NON BUSINESS OFFICE HOURS, HOLIDAYS, AND/OR WEEKENDS PLEASE CONTACT THE DPW SWITCHBOARD AT 301-600-1440.